



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-10-50

OPEN TO: All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION: Public Health Specialist
OPENING DATE: Sunday October 18, 2010
CLOSING DATE: Sunday November 14, 2010 - no later than 4:30 p.m.
WORK HOURS: Full-time; 40 hours/week
SALARY & GRADE: FSN-11

In-house candidates must apply through their supervisors.

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK PERMITS ALLOWING WORK IN COUNTRY BEFORE APPLYING FOR THIS POSITION.

The U.S. Embassy in Khartoum is seeking a qualified individual for the position of Public Health Specialist (Laboratory Advisor) for the Centers for Disease Control and Prevention (CDC) for U.S. Consulate in Juba.

BASIC FUNCTION:

Job holder serves as a technical advisor to agency officials, host country Ministry of Health, implementing partners and non-governmental organizations (NGOs) in the planning and strengthening of laboratory programs and activities. Responsibilities include program development, monitoring, reporting and close collaboration with partners to ensure that all research and analysis in laboratories are carried out in accordance with program objectives and internationally recognized best practices. Partners include other agencies, host government ministries including military laboratories/hospitals, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of HIV/AIDS and other diseases in country.

MAJOR DUTIES AND RESPONSIBILITIES:

I. Program Management & Technical Assistance 60%

Incumbent serves as the PEPFAR principal coordinator for laboratory systems and services within the host country and is responsible for planning and implementation of capacity building of all laboratories to ensure consistency of results. In general, reviews individual laboratory procedures, weighing against accepted protocols and develops programs to ensure consistency. Participates in developing major initiatives including the country program plan and planning of all cooperative agreements that require laboratory capacity building, HIV surveillance activities, including training, supply procurement and distribution, testing, and reporting throughout the host country.

Job holder provides technical evaluation of all proposals for laboratory capacity building projects of partners, ensuring that protocols are being followed appropriately and recommends amendments/approval to supervisor. The annual budget for external laboratory programs in (country) in fiscal year 2010 is \$200,000. Incumbent is responsible for planning and drafting the laboratory portion of the Country Operational Plan (COP) each year and working with Counseling & Testing, Care and Treatment, Prevention and Strategic Information colleagues to ensure that programs are working together to complement support and capacity building.

Incumbent provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with USG and international policies and guidance.

Job holder collaborates with host government Ministry of Health, international organizations and non-governmental organizations on their activities to make sure programs are being carried out as designed. In building laboratory capacity, collaborates with host country senior scientists on the design of new public health laboratory diagnostic approaches that are based on latest research findings. Works closely with staff of host country government Ministry of Health, Ministry of Defense and cooperating partners to ensure that tasks are carried out correctly and in a timely manner. Recommends procedural modifications as warranted to align with investigative protocols.

Coordinates and assists in assessing national referral and regional laboratory capacity to support surveillance and diagnostics for HIV/AIDS and HIV-related risk behaviors, STI, TB, malaria and other opportunistic infections (OIs) as well as international emerging infections. Develops strategies to strengthen capacities and capabilities based on assessment findings. Introduces new diagnostic technology as it becomes available. Develops training plans and arranges for competent instructors to provide training for personnel at laboratories for which responsible. Conducts training.

Plans, oversees and coordinates cooperative agreements with the host government for activities in areas of laboratory diagnostics, including the establishment and maintenance of a national quality assurance system. Institutes Quality Assurance (QA) programs, including internal and external quality control standards. Works with host government to support accreditation process of laboratories that have been targeted for that process.

Develops standards to enhance capacities of regional and referral hospital laboratories and to support surveillance for HIV/AIDS, STD, AI, TB, malaria and emerging diseases. Standardizes testing protocols for diagnostics and surveillance. Assists with the development and updating of national guidelines for laboratory systems at all levels of operation. Provides technical assistance in the design of safety and anti-contamination strategies according to international standards.

Prepares technical papers that report on laboratory assessments and operational research studies for presentations at national and international meetings on improving laboratory capacity throughout the country.

II. Management 20%

Promotes the standardization of lab equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies.

Provides technical assistance on the architectural, structural, security and biohazard design aspects of on-going work related to laboratory renovation and establishment of new laboratories.

Ensures proper budgeting of all national referral and regional laboratory activities supported by grants, partnerships and cooperative agreements. Ensures validity of data and authorizes entry in appropriate data base.

Facilitates procurement of equipment and supplies through agency channels to enhance laboratories operating within the host country. Provides guidance to laboratories requisitioning equipment and supplies on the international market. Works with host country to develop forecasting capacity for laboratory commodities.

Serves as project officer and main point of contact for Laboratory branch cooperative agreements and contracts. Once cooperative agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs

supervisor, recommending actions for amelioration. Cooperative agreements under the purview of job holder total approximately \$3,000,000 per year.

III. Interagency Coordination 20%

As a technical expert on matters pertaining to testing and operations of a variety of laboratories located within the host country, job holder represents CDC/Sudan at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs agency officials on the results of such meetings and prepares written reports for submission to other interested parties.

Represents the agency in discussing and developing financial commitment proposals for laboratory programs at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, Defense, and Health (including Centers for Disease Control and Prevention), and USAID.

Participates in internal and interagency technical working groups to ensure adherence to internationally accepted/directed standards for laboratories within the host country.

Note: This framework job description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Bachelor's degree or host country equivalent in Biomedical or related sciences including biology, microbiology or chemistry.
2. **Prior Work Experience:** A minimum of five years experience as a laboratory technologist in a clinical, public health or academic laboratory setting is required that includes a minimum of one year in teaching or training. Experience in conducting ELISA testing and other relevant techniques.
3. **Language Proficiency:** (This will be tested)

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent

4. Skills:

1. Strong oral and written communications skills are required.
2. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required.
3. The incumbent will be expected to exercise ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders.
4. The ability to influence and persuade others will be required to work collaboratively with organizations engaged in laboratory programs to adopt appropriate strategies for their program activities and to coordinate with partners on national strategic planning for laboratory programs.

5. Intermediate user level of word processing, spreadsheets and databases is required. Advanced knowledge of statistics and data analysis is required.

SELECTION PROCESS:

- Applicants must be eligible for appointment under local government laws and regulations.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire.
- When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current FSN employees serving less than one year in their current positions are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested individuals for this position should submit the following or the application will not be considered:

1. DS-174, Application for Employment for LES and Eligible Family Members. This form and all information about the positions and application procedures are available at the U.S. Embassy website <http://khartoum.usembassy.gov>, "Job Opportunities".
2. ONLY Application Form DS-174 will be accepted. DO NOT attach any additional documents. Applications submitted on any other form or with attachments will NOT be considered.
3. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
4. Applications may be submitted through:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).

OR

- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

5. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.

POINT OF CONTACT:

Human Resources Office
U.S. Embassy, Khartoum
Telephone: 249-1-870-22000 Ext. 2746

DEFINITIONS:

1. US Citizen Eligible Family Member (USEFM) - For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) - An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.
- EFMs without US Social Security Numbers are also OR.

All OR employees, including US citizens, are compensated in accordance with the LCP.

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The US Mission in Sudan is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.

The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.